

Dear Work Study,

Information Security and HIPAA

In order for you to train at VA, you are required to complete two mandatory training programs: VA Privacy and Information Security Awareness and Rules and Behavior and Privacy and HIPAA Training. This training is available through the VA Talent Management System (TMS). The TMS offers web-based training to VA employees and its partners.

To use the TMS, you must self-enroll and create a profile at <http://www.tms.va.gov>. Once you are at the TMS website, follow the steps listed below to create your profile, launch the mandatory training course and complete the content prior to your coming to VA to begin your clinical training.

1.1 Step-by-Step Instructions

1. From a computer, launch a web browser and navigate to <http://www.tms.va.gov>
2. Click the [Create New User] link located near the SIGN IN button.
3. Select the radio button for "OTHER" DO NOT SELECT "WOC"
4. Click the [Next] button
5. Complete all required fields, and any non-required fields if possible.
 - a. My Account Information:
 - i. Create Password
 - ii. Re-enter Password
 - iii. Security Question
 - iv. Security Answer
 - v. Social Security Number* (If you do not have a Social Security Number, follow the on-screen instructions when registering.)
 - vi. Re-enter Social Security Number
 - vii. Date of Birth
 - viii. Legal First Name
 - ix. Legal Last Name
 - x. eMail Address (Enter your personal email address. The eMail address will be used as your User ID when you login)
 - xi. Re-enter eMail address
 - xii. Phone Number (Enter a number where you can be reached by VA staff if issues arise with this self-enrollment process or in other circumstances)
 - b. My Job Information:
 - i. VA City – Portland
 - ii. VA State – Oregon
 - iii. VA Location Code – POR
 - iv. Trainee Type
 - v. Specialty/Discipline
 - vi. VA Point of Contact (POC) First Name: Barbara
 - vii. VA Point of Contact Last Name: Wells
 - viii. VA Point of Contact Email: Barbara.wells@va.gov

Once you have entered all of the required data, click the "Submit" button. Your profile will be immediately created. Copy and save the User ID displayed to you on the confirmation page, as

you will need this for future logons to the VA TMS. Once done, click on the “Continue” button and wait until your “To-Do” list is displayed with the title of the mandatory training course.

IMPORTANT: As soon as you complete self-registration, send an email to your VA POC (for Work Study-Barbara Wells) to inform him/her that you are self-registered on TMS. At this time the POC has 72 hours in order to validate your registration. If your registration is not validated, your account will be erased and you will need to start over.

1.2 Launching and Completing the Content

1. You will have to add these two classes to your training VA Privacy and Information Security Awareness and Rules and Behavior and Privacy and HIPAA Training. Training for Trainees is not needed for the work study program.
2. Complete the course content following the on-screen instructions.
3. Exit the course and a completion of the course will be recorded for your effort.
4. Click on the “Completed Work” pod on the lower right hand side of your internet browser window.
5. Move your mouse over the title of the course you just completed and choose to “Print Completion Certificate”.
6. Print your completion certificate and save it in a pdf file for your records.

1.3 Trouble-shooting and Assistance

The Check System link on the VA TMS is an automated tool that confirms the existence of basic, required software on the computer you are using to complete this training. If one of the components of your computer is not in compliance with the requirements, a red “x” will appear next to the Check System link. Should this be the case with your computer, please follow the instructions to bring your computer up to the standards that will work with the VA TMS.

If you do not have a Social Security Number, or if you experience any difficulty creating a profile or completing the mandatory content, contact the VA MSE Help Desk at 1.888.501.4917 or via email at VAMSEHelp@gpworldwide.com.

* Your SSN is used only as a unique identifier in the system to ensure users do not create multiple profiles. The SSN is stored in a Private Data Table that cannot be accessed anywhere via the VA TMS interface. It is securely transferred to a VA database table inside the VA firewall where it can be confirmed, if necessary, by appropriately vested system administrators and/or Help Desk staff.